

CIA INTERNAL USE ONLY

18 August 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Annual Report on Records Holdings in the OCR
Headquarters Area

REFERENCE: RMS Memorandum dated 28 June 1960, Annual Report
on Headquarters Records Holdings

1. The statistics concerning records holdings in the Headquarters Area of the Office of Central Reference during Fiscal Year 1960 are as follows:

- | | |
|---|-------|
| a. Cubic feet of records on hand 1 July 1959 | |
| b. Cubic feet of records on hand 30 June 1960 | |
| c. Net decrease during Fiscal Year | 2,007 |
| d. Cubic feet of records destroyed in the
Headquarters Area during Fiscal Year | 2,969 |

2. It is interesting to note that for the first time OCR has effected a decrease in volume of records, due primarily to the DD/I directive to review holdings and the extensive purging by Acquisitions Branch of the Library in preparation for the move [redacted]tc
Arlington Towers. STATINTL

[redacted]
Are Records Officer/OCR

25 YEAR RE-REVIEW

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